

## Arts Catalyze Placemaking Project Grants

# FINAL ACCOUNTING / INCOME & EXPENSES FILING INSTRUCTIONS

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### MANDATORY FORMS

#### FINAL ACCOUNTING / INCOME & EXPENSE

This Final Report budget document provides a final accounting of actual income and expenses for your project as well as proof of having met the required grant match. The budget document is a two page, locked MS Excel spreadsheet. The form will add figures and round entered amounts to the nearest dollar. Limited instructions are listed on the form and full instructions are below.

**NOTE:** See below for additional instructions on completing the **Actual Grant Match Sources** column.

**NOTE:** You must also complete a separate **Budget Narrative** section that is a part of the on-line final report.

#### FINAL ACCOUNTING / IN-KIND BUDGET

This budget document provides a final accounting of all in-kind contributions for your project. The form is a locked, one page MS Excel spreadsheet which will add figures and round entered amounts to the nearest dollar. The form includes links to support valuation and understanding of in-kind accounting practices.

**NOTE:** You must enter the total in-kind contributions reported for your project into the **Income AND Expense Columns** of the Final Accounting / Income & Expense budget form.

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### INCOME & EXPENSE BUDGETS

#### PAGE ONE: INCOME

#### ACTUAL PROJECT INCOME:

Use this column to report your final accounting of all project income. Numbers preceding the following definitions correspond to the numbered lines on the form, not the Excel spreadsheet numbering system on the electronic form.

#### CONTRIBUTED INCOME

##### 1. Government:

- a. **Federal:** Cash support derived from grants or appropriations by agencies of the federal government (e.g. National Endowment for the Arts).
- b. **ACP Project Grant Award:** Enter the total amount of your project grant award.
- c. **Other State sources / grants:** Cash support derived from grants or appropriations from agencies of the state (COA funding CANNOT be matched with other Connecticut state funds).
- d. **Regional:** Cash support derived from multi-state consortia of state agencies (e.g. New England Foundation for the Arts).

- e. **Municipal:** Cash support derived from grants or other appropriations by city, county, in-state regional and other local government agencies.
2. **Individual:** Cash support from contributions by individuals.
3. **Foundation:** Cash support derived from donations / grants from private foundations.
4. **Corporate:** Cash support derived from contributions by businesses, corporations and corporate foundations.
5. **Special Events:** Cash support derived from special events or fundraisers.
6. **In-kind Contributions:** The amount entered here **must** equal the "Total Actual In-kind" amount shown on your completed **ACP PROJECT: FINAL ACCOUNTING / IN-KIND BUDGET** (the light blue box at the bottom of the form). Your in-kind valuations will be reviewed for reasonableness. **The "Total Actual In-kind" amount must also be entered into Line 12 of your "Actual Project Expenses" column** (see below).
7. **Endowment Transfer:** Funds transferred from an organization's endowment during the grant period.
8. Subtotal (Contributed Income subtotal is calculated by the form)

#### EARNED INCOME

9. **Program Income**
  - a. **Admissions:** Income derived from the sale of admissions, tickets, publications, subscriptions, etc.
  - b. **Classes / Workshops:** Income derived from classes, workshops, seminars, etc.
  - c. **School Programs / Tours:** Income derived from contracts with public and/or private schools for on- and/or off-site programming such as school group events, in-school residencies and other school-based programming.
  - d. **Other:** Other earned income derived directly from the program.
10. **Membership Dues:** Income derived from dues or fees paid by members.
11. **Contracted Services:** Income derived from fees earned through contracts for specific services outside of core organizational programming.
12. **Other:** List other income such as catalog and gift shop sales, concessions, parking, investments, rental, transfers from parent organization, etc. Describe / categorize other earned income by entering description onto the lines provided (combine income sources as needed).
13. Subtotal (Earned Income subtotal is calculated by the form)

**Total Cash Income:** Total of contributed and earned income (lines 8 and 13) is calculated by the form.

#### **ACTUAL GRANT MATCH SOURCES:**

Use this column to report a final accounting of how the project fulfilled its required grant match. Allocate specific Actual Project Income sources (left side column) to the Actual Grant Match Sources (right side column) to detail how you met the terms of the required match. Numbers preceding the

following definitions correspond to the numbered lines on the form, not the Excel spreadsheet numbering system on the electronic form.

- Use the lines provided between the columns to Identify / Describe your actual cash match sources as needed to confirm fulfillment of your grant match.
- **Line 6. In-kind Contributions:** Enter the amount of In-kind Contributions you are allocating toward your required grant match in the “Actual Grant Match Sources” column (light blue box with dotted line surround). The form will not allow you to allocate an In-kind Contribution amount **beyond** a maximum of 25% of your “ACP Required Match Amount” (at the top of the Final Accounting / Income form). **NOTE:** ACP Project grant guidelines allow grantees to satisfy **up to a maximum of 25%** of their required match by way of in-kind contributions. Please be aware that, in many cases, the In-kind amount entered into the Actual Grant Match Sources column may not equal the In-kind Contributions amount entered into the Actual Project Income and Actual Project Expenses columns.
- **The Total Match amount at the bottom of the budget form must equal the “ACP Required Match Amount” amount listed at the top of the budget form.**

## PAGE TWO: EXPENSES

### ACTUAL PROJECT EXPENSES:

Use this column to report a final accounting of all project expenses. Numbers preceding the following definitions correspond to the numbered lines on the form, not the Excel spreadsheet numbering system on the electronic form.

### EXPENSES

#### 1. Salaries

- a. **Administrative:** Employee salaries, wages and benefits for administrative staff. Include executive directors, finance, marketing, fundraising, human resources, etc. **NOTE: FY2013 ACP Project grants capped administrative expenses at 30% of the total grant request. FY2014 Arts Leadership grants capped administrative expenses at 20% of total grant request.**
- b. **Programmatic:** Employee salaries, wages and benefits for program staff. Include artistic directors, program managers, curators, choreographers, composers, musicians, etc.
- c. **Technical:** Employee salaries, wages and benefits for technical management and staff. Include technical directors; wardrobe, lighting and sound crew; stage managers; stagehands; video technicians, exhibit installers, etc.
- d. **Other:** List salaries and wages for any other staff not included above. Identify / Describe other salaries using the line provided between the columns.

#### 2. Subtotal Salaries (Salaries subtotal is calculated by the form)

#### 3. Professional Services

- a. **Programmatic & Technical:** Cash payments to individuals that are not employees. This may include artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, literary / visual / performing artists, stage managers, exhibit installers, etc.

- b. **Instructors:** Cash payments to individual teachers or workshop leaders who are not employees of the grantee.
  - c. **Legal / Accounting / Admin:** Payments to firms or persons who provide legal, accounting, or other administrative expertise via outside contract. Identify / Describe this project expense using the line provided between the columns.
  - d. **Other:** List cash payment for any other contracted services not included above. Identify / Describe other services using the line provided between the columns.
4. Subtotal Professional Services (Services subtotal is calculated by the form)
  5. **Supplies**
    - a. **Administrative:** Cash payments for office supplies and other non-program supply expenses.
    - b. **Program:** Cash payments for production materials, tents, royalties, raw materials and any other program-related items.
  6. **Telephone:** Cash payments for telephone usage.
  7. **Postage & Shipping:** Cash payments for postage, trucking, shipping, hauling, etc.
  8. **Occupancy:** Payments for office, theater, hall, gallery or other spaces, as well as costs for maintenance, security, property insurance, utilities, janitorial services and related supplies. Do not include capital expenses.
  9. **Marketing / Publicity / Advertising:** Cash payments for marketing materials, ad space, social media, etc. Identify / Describe this project expense using the line provided between the columns.
  10. **Outside Printing / Publication:** Payments for all outside printing and publications. Identify / Describe this project expense using the line provided between the columns.
  11. **Travel:** Airfare, mileage, car rental, lodging, and meals. Identify / Describe this project expense using the line provided between the columns.
  12. **In-kind Contributions:** The amount entered here **must** equal the "Total Actual In-kind" amount shown on your completed **ACP PROJECT: FINAL ACCOUNTING / IN-KIND BUDGET** (the light blue box at the bottom of the form). Your in-kind valuations will be reviewed for reasonableness. **The "Total Actual In-kind" amount must also be entered into Line 6 of your "Actual Project Income" column (see above).**
  14. **Other:** List other expenses that do not fit the above categories. Describe / categorize other costs using the lines provided (combine expenses as needed).
  14. Subtotal lines 5 – 13 (Subtotal is calculated by the form)
- Total Cash Expenses:** Total of all cash expenses (lines 2, 4, and 14, calculated by the form).

**ACTUAL ALLOCATION OF ACP GRANT FUNDS:**

Use this column to report a final accounting of how your project expended state grant funds. Allocate specific "Actual Project Expenses" (left side column) to the "Actual Allocation of ACP Grant Funds" (right side column) to fully detail how your project spent state funds.

- Use the lines provided between the columns to Identify / Describe project expenditures as needed to confirm your eligible expense allocation of state grant funds as detailed in the program guidelines.
- **The Total amount of your “Allocation” column must equal the dollar amount of your ACP award as is listed on your legal grant contract and as entered in Line 1b of the “Actual Project Income” column.**

**PROJECT BUDGET NARRATIVE:**

Be sure to complete the separate **Budget Narrative** section that is a part of the on-line final report. In this narrative section, you **MUST** explain any variances within the project’s Income or Expenses (including projected In-kind Contributions) that are greater than 20% (plus or minus) as compared with your original project budget proposal that was submitted with application.